

**30.07.2008**

Minutes of Poringland Parish Council meeting held at 7.00 p.m. in the Community Centre.

**In the Chair:** Mr D. Hewer.

**1. Attendance Register & Apologies for Absence**

*Present:* Mrs Watkins, Mrs Harrison, Mrs Beard, Mrs Neal, Mr Overton & Mr Walker.

*Also Present:* Two Members of Public, Mr Farrimond & Mrs Milton.

*Apologies:* Mrs Kereama Ellis, Mr Ellis, Mr Kudar, Mr Henson & Mr Hemming.

**2. To confirm the Minutes of the meeting held on 25<sup>th</sup> June 2008**

Minutes of the last meeting held on 25.6.08, having been circulated, were approved and signed as a correct record.

**3. To Report Matters Arising from the Minutes not on the Agenda: For Information Only**

**3.1 *Oak Tree – Blackthorn Way***

The Tree Warden informed the Clerk that a basic survey was carried out on the tree within the last 5 years and Mr Taylor, SNC Landscape Officer is happy with the report. An independent full tree survey would cost £153.12 including insurance cover for 25 years if a problem occurred. Following a discussion the Clerk was asked to obtain further information about the survey and circulate details of the location in order for Members to visit the site and inspect the tree in question.

**4. Adjournment for Public Participation and Councillors with any Prejudicial Interests**

Mr Walker proposed Standing Orders are suspended, seconded by Mrs Watkins, agreed.

A parishioner referred to the planning application in respect of 59 The Street.

**5. To receive written Community Centre Reports**

*(a) Air Conditioning Units for Main Hall*

Mr Farrimond confirmed two quotations have been received and he outlined details. The Chairman pointed out that Council needs to consider two points, firstly whether they wish to install air conditioning and secondly, the methodology of the system. Mr Overton pointed out that when a booking takes place for functions using amplified music a fan unit is hired at a cost of £130 per hire. The unit just circulates the air and is not very effective. Following a discussion Mrs Beard proposed that in principle we agree to consider purchasing air conditioning units for the Community Centre. Mrs Harrison seconded the proposal, four Members voted in favour, two Members abstained. Mr Farrimond explained that a structural engineers report should be acquired and he agreed to obtain quotations for the next meeting.

*(b) Additional Fire Control Panel for the Police*

No further correspondence received from Mr Potter.

*(c) Car Park Surface*

Letters from Tony Copeland, John Walker and Sam Haigh circulated. Mr Overton pointed out that Messrs. Ennstone came to repair the car park but did not carry out the work because the specification was not as stated. Mr Farrimond informed that Norfolk County Council has a commitment to make good any damage. Mr Walker proposed a letter is sent to NCC asking for the areas on the car park that were damaged by their vehicles to be repaired. Mrs Neal seconded the proposal, agreed.

*(d) Sinks*

Nothing further to report.

*(e) Electricity and Gas Contracts*

Information from the RFO circulated and the recommendations were agreed.

*(f) Lone Working – Contact Care Lifeline Service*

Mrs Kereama Ellis obtained information and Clerk was visited by a Member of the Contact Care team. Monthly cost of personal response button £11.05. The Clerk confirmed she is happy to keep the telephone with her at all times in the building and this was agreed. Mrs Harrison prop. a formal lone working written policy should be undertaken for insurance purposes, Mrs Beard sec. agreed.

*(g) Non Domestic Rating*

Information from SNC circulated confirming they are unable to grant relief in respect of the Community Centre because we are a precepting authority. Mr Walker proposed the decision is challenged on our behalf by the District Councillors. Mrs Watkins seconded the proposal, agreed. Mrs Neal agreed to investigate.

**6. To appoint a Parish Council Representative to serve on the Fuel Allotment Trust**

Mr Farrimond was nominated by Mrs Beard, seconded by Mrs Neal, all in favour.

**7. To consider Planning Applications Received for Consultation**

7.1 Dialstone Properties Ltd – 33 Rectory Lane – Proposed demolition of existing bungalow and erection of pair semi-detached with integral garages. Recommendation refusal. Until surface water issues are dealt with to prevent percolation onto Hadden Close, this plan should be refused under PPS 25.

7.2 Co-op Pharmacy, 16-18 The Street – Erection of a fascia sign and a projecting sign. Whilst there are no grounds for objection to this improvement (with some reservations over the illuminations) it reflects badly on a society that prides itself on its community focus that the planning system has been wantonly subverted in this manner.

7.3 Mr B Pyrke – 59 The Street – Erection of garage to replace existing unsuitable structure. Recommendation approval. We raise the point whether an enlarged garage will have any impact on surface water drainage. We suggest as a condition of approval that “under no circumstances must the garage be incorporated into the living accommodation.”

7.4 Old Mill Surgery, Stoke Road – Siting of portable office in car park. Recommendation approval. From 2005 to the end of this permission will be 6 years (2011) which is not on any assessment “temporary.” We will oppose any further grants of planning permission on the following grounds:

1. Intrusion on the street scene.
2. Loss of parking spaces.
3. The applicants will (by then) have adequate time to make proper arrangements for their 7000 clients and not try to “make do and mend” on a site which is clearly inadequate and far too small. Their site is no more than 0.6 hectares and not 60.00 hectares as stated.

*Permission Granted*

1. Norfolk Homes Ltd – Development of land west of The Street (Phase II Area C). Amendment to application (2000/0995) – Change of house type on plots 170, 171, 172 and 173, creation of one additional plot (173A) together with associated garages.

2. Norfolk Homes Ltd – Development of land west of The Street (Phase II Area C). Amendment to application (2000/0995) – Change of house type on plots 162, 164 and 166, modification of house type on plot 165 and creation of two additional plots (164A and 166A) together with associated garages.

3. 15 The Ramblers –Erection of a single storey rear extension.

*Permission Refused*

1. Plots 43-45 Howe Lane – Proposed erection of 2 dwellings.

*Planning Applications*

Letter from Mr Rivers concerning the delay in processing applications circulated.

*The Norfolk (South Norfolk) Poringland Tree Preservation Order 2008 No. 1  
Oak Tree at 43/45 Howe Lane*

Letter from SNC confirming a TPO has been made on an oak tree at the above location and the tree has a TEMPO score of 18. The Clerk was asked to find out what a score of 18 actually means.

**8. To Consider Correspondence**

### 8.1 South Norfolk Bus Stop Clearways – Poringland

Information from Mott MacDonald seeking permission to attach the bus stop signs to the face of the bus shelters circulated. No objections were raised.

### 8.2 Eastspace Website

Letter from EEDA circulated concerning changes to the website. The Clerk confirmed Mrs Henson is working with Mr Allchin from Trevor Allchin Technical Services for the Community Cinema to open a website. Clerk was asked to contact Mr Allchin to explore the possibility of setting up a new Parish Council website.

### 8.3 Anti-social Behaviour Act 2003 – Part 8: High Hedges

Letter from SNC circulated. The Clerk was asked to obtain clarification on points raised in the letter.

### 8.4 Local Government Pension Scheme – Review of Abatement Policy

Letter from Norfolk Pension Fund asking for Council's indication of the preferred opinion for the Fund's policy on Abatement. Mr Walker proposed that Option 3 is the preferred policy (Abatement to continue as per the current policy). Mrs Harrison seconded the proposal, agreed.

### 8.5 Poringland and Framingham Earl Churches Together Youth Project

Letter from Mr Smith, Clerk to the Trustees of the Foundation of Joanna Scott, asking why Poringland PC has not made any recent grant aid to the above project. Clerk was asked to reply to Mr Smith confirming his comments have been noted.

## 9. To receive reports relating to the library building

### 9.1 Installation of Pumping Unit

Letter circulated from Steven Duke, explaining why the invoice for £8,924.13 has been returned to Council. Clerk confirmed the advice from Mr Harris and Mr Farrimond is that the invoice should not be paid by Council because initial discussions took place between Mr Duke and representatives from Morgan Ashurst and an agreement was reached between the two parties. Unfortunately the agreed procedure was not followed and negotiations must take place between Morgan Ashurst and Mr Duke to resolve the situation. Clerk was asked to return the invoice to John Walker.

### 9.2 Cycle Stands

Email from John Walker circulated. Following a discussion Mr Walker prop. any future cycle stands should be positioned on the land opposite the Parish Office. Mrs Neal sec. the proposal, agreed.

## 10. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 11.6.08 circulated.

## 11. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance to 31.07.08)	£	544.73
2. Mrs C Milton (Petty Cash)	£	113.72
3. Hugh Crane Cleaning Equipment Ltd	£	69.87
4. City Care (Trade Waste Collection)	£	47.28
5. Tiscali (Broadband)	£	38.09
6. HM Revenue & Customs (Tax & NI)	£	2,133.90
7. Spruce Landscapes (Grass cutting at Community Centre)	£	166.18
8. Spruce Landscapes (Playing Field Grass cutting)	£	148.56
9. Spruce Landscapes (C. Centre Bollards)	£	346.63
10. South Norfolk Council (C. Centre Literature)	£	162.15
11. Norfolk Pension Fund (Superannuation)	£	599.00
12. Cringleford Cleaning Services (C. Centre Cleaning)	£	95.00
13. Mrs M. Henson (Cinema Expenses)	£	50.86
14. NCS (Playing Field Grounds Work)	£	2,075.05
15. Signs Express (Car Park signs)	£	167.89

16. MCL Mechanical Services (Boiler Service)	£	164.50
17. Barclays Bank Plc (Bar Stock)	£	958.82
18. A. C. Leigh (Chubb Safe)	£	461.19
19. Flameskill (Fire Equipment Service)	£	90.32
20. Broadland Digital (Wedding Brochure)	£	201.38
21. Anglian Water (Community Centre Water Rates)	£	634.36
22. Andrews Sykes (Hire of Air Conditioning Equipment)	£	152.74
23. Trevor Allchin Technical Services (Cinema Equipment)	£	567.50

All passed for payment.

**12. To receive written report from the Chairman**

Mr Hewer confirmed he attended a Community Centre Management meeting and a meeting of The Strategic Group.

**13. To receive brief verbal County Councillor's Report**

No report.

**14. To receive brief verbal District Councillor's Report**

Mrs Neal reported on the South Norfolk Play Partnership meeting and suggested a Member of the Playing Field Committee is invited to attend the next meeting in October. Clerk to contact Mr Easter accordingly.

**15. To receive written Amenities Committee Report**

Letter from City Care informing that on 1.8.08 City Care will transfer its commercial trade business to Veolia Environmental Services Plc.

*Deep Water Sign*

Quotation from Signs Express for £184.18 to supply a sign on posts to match existing. Second quote for £95.14 for an alternative sign on a singular square post. Fitting cost £60.00. Quotation from Spruce Landscapes for £108.00 to supply and install a sign and posts. Mr Spruce explained to Clerk the cost might vary slightly depending on the final design. Mrs Neal proposed the sign is ordered from Spruce Landscapes; Mrs Harrison seconded the proposal, agreed.

Mrs Harrison agreed to take on the duties of Sexton when the Clerk is on annual leave in September.

**16. To receive written Playing Field Report**

Mrs Harrison confirmed the village is invited to celebrate the Diamond Anniversary of the Playing Field on 2<sup>nd</sup> August.

Letter from Mrs Garton urging the Parish Council to write to Sunnyside Avenue residents whose properties back onto the Playing Field, reminding them of their responsibility to keep the ditch clear of debris and overhanging vegetation. Agreed.

**17. To receive written Drainage Reports**

No report.

**18. To receive written Newsletter Report**

Mrs Beard confirmed the next edition is currently being compiled.

**19. To decide on the type of Display Cabinet to purchase**

Following a discussion Mrs Neal proposed a glass top display cabinet (details as circulated) costing under £400 is purchased. Mrs Harrison seconded the proposal; three Members voted in favour, 3 abstained.

**20. To consider Draft Proposals for Unitary Local Government in Norfolk and Suffolk**

Mr Hewer confirmed the proposals were discussed at a recent meeting of the Strategic Group and he read a copy of the Group's suggested response. Mr Overton proposed the Parish Council supports the letter

written on behalf of the Strategic Group and that a separate letter is sent endorsing their views, seconded by Mrs Watkins, agreed.

**21. To appoint two Parish Council Representatives to serve as Sand and Gravel Trustees**

Mr Walker proposed that Mrs Easter and Mr Ulph continue to serve as Trustees, seconded by Mr Overton, agreed.

**22. South Norfolk Alliance Annual Conference Report**

Information circulated. Mrs Beard outlined a short report. The Clerk confirmed a meeting will be held in August with Joanne Maddocks from Voluntary Norfolk to discuss grant applications.

**23. To consider purchasing a Lectern for the Community Centre**

The Clerk informed that at the South Norfolk Alliance Conference which was held in the Community Centre it was noted by Mr Henson that the Centre does not have a lectern. He asked for the item to be placed on the agenda to establish whether Council would like to consider providing this item and, if so, whether Council would like him to submit a quotation for the work. It was agreed that Mr Henson is asked to provide drawings and costs for the next meeting.

**24. To consider The Six Emergency Plan**

The Chairman explained the Strategic Group would like to know whether Poringland PC would like to compile its own emergency plan or combine with the other parishes to produce one plan. Following a discussion Mrs Beard proposed we move forward together to produce a community emergency plan, each parish compiling its own specific information and each parish holding a copy of all documents. Mr Walker seconded the proposal, agreed.

**25. To consider participating in a Community Speed Watch Scheme**

Information circulated. Following a discussion it was agreed to support the scheme in principle.

**26. To approve appointment of Nigel Harrod as Internal Auditor for 2007/08 and 2008/09 and to approve assessment of risk form**

Mr Walker proposed the appointment of Nigel Harrod as Internal Auditor for 2007/08 and 2008/09 is approved and that the assessment of risk form is approved. Mr Henson seconded the proposal, agreed.

There being no further business, the meeting closed at 10.00 p.m.

